

CITY OF CARLSBAD
CLASS SPECIFICATION

JOB TITLE PUBLIC WORKS INSPECTOR II

DEPARTMENT: AS ASSIGNED

BASIC FUNCTION:

Under general supervision, to inspect public and private construction projects; parks, facilities, trails development and landscape for compliance with approved engineering, recreation and or planning standards; and to do related work as assigned.

DISTINGUISHING CHARACTERISTICS:

Positions in this class may be filled by advancement from the lower grade of Public Works Inspector I, or when filled from the outside, require prior construction inspection or advanced park or landscape maintenance experience. Work in this class is distinguished from that of Public Works Inspector I by the greater complexity of the work assignments and greater independence with which an incumbent is expected to work. Incumbents may act as resident inspector on major projects.

KEY RESPONSIBILITIES:

Conduct routine and complex inspections of private and public construction projects, parks, facilities and trails development and landscape, inspecting materials and workmanship to ensure compliance with approved plans and specifications or maintenance contraction provisions, inspect conditions prior to the start of construction or landscaping, during construction or landscaping, and upon completion.

As assigned, act as lead project inspector and assist in administration of contracts for construction and landscape maintenance projects; negotiate and submit recommended change orders; review and prepare pay estimates.

Inspect playground equipment installation and repairs.

Check rough and finish grading; installation of sewer water and storm drainage lines, streets, curbs, gutters, street lighting, traffic signals, and other appurtenances.

Inspect forms and sub grades prior to asphalt paving and concrete pouring.

Inspect and monitor irrigation lighting and other and landscape systems.

Conduct inspections of abandoned wells, septic tanks and other facilities.

Interpret plans and specifications.

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Note deficiencies and issue compliance deficiency notices to contractors requiring modifications to work in progress.

Review, correct, and ensure completeness of construction and landscape plan submittals and as-built drawings.

Maintain log books and other records of inspection work.

Enforce routine on-site safety requirements.

Respond to and resolve citizen complaints.

Assist in the development of public works projects, letters of agreement and contracts.

Inspect work performed on installations and removals of landscape and hardscape and dated equipment.

Determine and execute allowable extensions for contractor projects and maintenance agreements.

Authorize and amend contract work items including enhancement or refurbishment projects.

Monitor application of maintenance contracts for contracts on weed abatement, fungal or rodent elimination.

Issue monthly contractor ratings and determine need to terminate contracts.

Instruct, direct, and supervise subordinate staff involved in the process of contract administration and project management.

QUALIFICATIONS:

Knowledge of:

Basic fundamentals of civil engineering or landscape design or architecture..

Proper construction or landscape techniques and use of materials.

Applicable state, federal, and local codes and regulations.

City procedures for conduct of inspections, reporting of deficiencies and notice of corrections to be made.

Contract administration and project management process and practices.

Procedures for estimating construction cost.

Ability to:

Read and understand engineering or park landscape plans and specifications and assist in determining specifications and requirements for public works projects.

Properly inspect workmanship and materials.

Prepare construction cost estimates.

Understand and carry out oral and written instructions.

Make sound field decisions and interpretations.

Communicate clearly and concisely, both orally and in writing.

Determine the status of construction work and verify adherence to contractual obligations.

Establish and maintain professional relationships with those contacted in the course of work.

Read and interpret contract language.

Assist in the development, management and completion of public works projects, letters of agreements.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience that could likely provide the required knowledge, and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

Two years of construction or park inspection similar to that of a Public Works Inspector I at the City of Carlsbad .

Education and equivalent to completion of the twelfth grade supplemented by specialized training in public works engineering and construction or landscape design or horticultural design or park maintenance. Completion of two years of college-level engineering, landscape or horticulture or park design courses may substitute for one year of experience in applicable area.

SPECIAL REQUIREMENTS:

Possession of a valid California Driver's License.

Parks Inspection Assignments

Playground Inspection Certification

Qualified Chemical Applicator certificate

PHYSICAL STANDARDS:

While performing the duties of this class, an employee is regularly required to communicate, in person and by telephone; utilize office equipment; and reach with hands and arms. An employee is also required to assimilate written materials relevant to the position.

In addition, while performing the duties, employees of this class are regularly required to engage communication skills; interpret information and documents; analyze and solve problems; use math and apply mathematical reasoning and observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under deadlines; and interact with staff, contractors and others encountered in the course of work.

Ability to work in a standard office environment with frequent exposure to the outdoors; and in areas of unstable footing. Ability to travel to different sites and locations; attend meetings and work under pressure.